

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Grants Coordinator
Department of Management and Budget
An Equal Opportunity Employer

Grants Coordinator – Department of Management and Budget/Grants Management

\$20.75 hourly, 30 hours per week, contractual position

Hours are typically Tuesday through Friday from 8:00 am – 4:30 pm

Apply by 5:00 pm on Friday, December 24, 2021

The Grants Office, located in the Department of Management and Budget, is seeking an analytical, collaborative, and resourceful professional to assist staff with grant submissions, tracking, documentation, and monitoring.

On a typical workday, the Grants Coordinator will track awards, develop reports, maintain files, proofread applications, prepare agreements, and monitor budgets for a wide variety of federal, state, and private grants and support the work of multiple County agencies.

The ideal candidate will be organized and detail oriented, work independently to meet all deadlines, be confident reviewing both grant budgets and narratives, and have a working knowledge of Microsoft Office Suite.

See next page for the full job description

Qualifications:

1. Associates degree in Business Administration or related field
2. Grant and/or contract administration and monitoring experience preferred

A comparable amount of training and experience may be substituted for the minimum qualifications

Benefits of working for Carroll County Government:

- ✓ Low-cost no deductible healthcare plans (including prescription and vision)
- ✓ Paid holidays
- ✓ 40 hours of Paid time off

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 12/3/2021

(22-74)

GRANTS COORDINATOR

GENERAL RESPONSIBILITIES

Conducts a full range of activities to assist with grant monitoring, maintenance, submission, reporting and related activities, in compliance with grant requirements.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Assist in the grant administration process by tracking and monitoring grant awards and budget
2. Help to ensure all aspects of grant renewal applications are accurate and complete
3. Prepare grant renewal summaries for presentation to management
4. Support grant development activities of Carroll County Government and partner agencies
5. Understand compliance related to Federal and State grant requirements and regulations and the impact on County policies
6. Monitor and support adherence to grant deadlines and fiscal guidelines
7. Coordinate work with Grants Manager to comply with County policies and priorities
8. Establish, organize, and assure maintenance of paper and computer records management/ file systems
9. Conduct research and prepare reports, surveys, and other complex documents
10. Schedule, attend and participate in work groups and public meetings
11. Perform related duties as to specific assignments
12. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
13. Communicate with managers, supervisors, co-workers, citizens, and others, maintain confidentiality; and represent the County
14. Any employee may be identified as Essential Personnel during emergency situations

EDUCATION AND EXPERIENCE

1. Associates degree in Business Administration or related field
 2. Grant and/or contract administration and monitoring experience preferred
- A comparable amount of training and experience may be substituted for the minimum qualifications.*

KNOWLEDGE, SKILLS AND ABILITIES

1. Read, analyze and understand grant guidelines, applications, budgets, policies, assurances and legal documents.
2. Organize and analyze data including budgets and performance measures
3. Write reports, speeches, correspondence and other required documentation
4. Contribute to presentations on complex topics to management, public groups and/or boards, and employees
5. Identify problems, collect data, establish facts and draw valid conclusions
6. Respond to inquiries or complaints from employees, citizens, members of the business community, or regulatory agencies
7. Use computer software programs and/or other applications